

**JOB DESCRIPTION**  
**MURFREESBORO LEGAL DEPARTMENT**  
**ADMINISTRATIVE ASSISTANT - RISK MANAGEMENT FUND**

1. **JOB TITLE:** ADMINISTRATIVE ASSISTANT - RISK MANAGEMENT FUND
2. **DEFINITION:** The Administrative Assistant provides skilled assistance and support to the Risk Management section of the Legal Department in all phases of Risk Management operations. The employee's job functions include the performance of highly responsible tasks associated with maintaining legal records and the processing of claims related to all City of Murfreesboro workers' compensation, general liability, automobile liability/collision/comprehensive claims, employment claims, fire and casualty claims, and related investigation and litigation of self-insured risk claims, hereinafter referred to as "SIR Claims". Under the direction of the Risk Manager, the employee is responsible for responding to claims, citizens' complaints and concerns associated with SIR Claims. The Administrative Assistant also performs legal secretarial duties for the Risk Manager. This is a mid-level position requiring an individual who is capable of exercising independent judgment and possesses superior secretarial skills, personal disposition and psychological qualities generally required of one who works well with the public. This employee is under the administrative direction of the City Attorney and the Risk Manager. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident/incident, return to duty and follow-up drug and alcohol testing. This is a full-time position.
3. **EQUIPMENT/JOB LOCATION:**
  - a. The employee will operate a computer, word processor, dictation equipment, typewriter, fax machine, 10-key calculator, copier, multi-line telephone system, and other modern office equipment. The employee must have the ability to safely operate a motor vehicle.
  - b. The employee's job location is in the Risk Management section of the City's Legal Department where work is typically performed indoors in a smoke-free office environment.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
  - a. Maintains all legal files and records associated with SIR claims.
  - b. Investigates SIR claims.
  - c. Coordinates and communicates accurately and effectively between claimants and the Risk Manager, injured employees, and doctors; between injured employees and case managers; between injured employees and the safety officer; and, between the City Attorney's office and the Safety Officers in various departments of City government.

- d. Prepares and files all State forms required for SIR workers' compensation claims; coordinates efforts between investigators and the Risk Management section of the City Attorney's office when required by the facts and circumstances of each individual case.
- e. Provides file management, including the review of all medical bills associated with each SIR workers' compensation claim to determine its connection with a job related injury, possible previous payment of same, or possible defense of statute limitations.
- f. Prepares all SIR pay requests; disburses and posts all payments.
- g. Prepares reports of claims and case litigation for the Risk Management Committee and appropriate City staff.
- h. Accurately and proficiently prepares and types legal documents and correspondence using correct spelling and grammar.
- i. Sits, stands, stoops and walks intermittently.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs receptionist duties for the Risk Management section of the Legal Department.
- b. Maintains files and records for the Risk Management section of the Legal Department.
- c. Coordinates and schedules court appearances, depositions, and Risk Management Committee meetings.
- d. Files legal documents in the appropriate court.
- e. Deposits outgoing and in-house mail at the end of each day.
- f. Runs errands as needed.
- g. Transcribes dictation.
- h. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- d. Must possess a driver's license valid in the State of Tennessee.
- e. High school diploma or equivalent required; college or paralegal school preferred.
- f. Two (2) years prior experience in accounting, financial records, legal secretary, legal assistant, or claims adjudicator required; prior work experience may be waived by graduation from an accredited college or paralegal school.
- g. Must possess excellent typing skills and be proficient in spelling and grammar.
- h. Must possess excellent word processing and personal computer skills with good working knowledge of Microsoft Word and Access 2000, and either know or have the ability to learn Microsoft PowerPoint and Excel.

- i. Good human relations skills with ability to communicate effectively with the public, elected officials, members of the Risk Management Committee, Department Heads, Safety Officers of various departments of city government, other employees of the city, doctors, nurses, other health care providers, administrative personnel of the Tennessee Department of Labor, and personnel associated with the courts of Rutherford County.
- j. Ability to understand and apply the general principles of tort law, workers' compensation law, employment law, local court rules and procedures, and state regulations associated with SIR workers' compensation claims.
- k. Must possess the temperament and good judgment to effectively deal with the public, some of whom may be irate and unreasonable.
- l. Must possess the ability to file and maintain records of the SIR claims section of the Legal Department.
- m. Must possess excellent communication skills.
- n. Must possess and maintain a good reputation for honesty, integrity and confidentiality.
- o. Must possess the ability to work in a law office setting with others and to share the work load of others with a good attitude when the need arises.
- p. Ability to perform job responsibilities independently and on own initiative in a timely manner in order to meet schedule deadlines.
- q. Ability to be available to work hours as needed or necessary.
- r. Ability to report for work on time and to perform the duties of the job for an entire work day.
- s. Ability to concentrate and accomplish tasks despite interruptions.
- t. Ability to perform a variety of tasks simultaneously or in rapid succession.
- u. Ability to perform the duties of the job for a complete work day.

Non-Exempt  
Non-Safety Sensitive  
02/25/03